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## PREFACE

This manual has been prepared to provide Contra Costa Community College District management, supervisory, and confidential employees a ready reference regarding their rights, working conditions, and related procedures and practices. The manual is designed to provide basic information with the understanding that the District Human Resources Office is available to provide additional information on specific questions not addressed in the manual.

Although an attempt has been made to write procedures without differentiating between classified and academic employees, it was necessary in some areas to note differences because of applicable Education Code sections.

The District procedures concerning management, supervisory, and confidential employees are subject to such modifications as may, in the opinion of the Governing Board, be required by state or federal legislation, state or federal court decisions, or other changes in the law governing employees. The Management, Supervisory, and Confidential Personnel Manual will not be changed without consultation with the Management Council, and all changes to this manual which reflect new agreements with the District Management Council shall be Board approved.

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